



JOB DESCRIPTION

Salary Grade: 5 CUPE 1328

Job Title:
Department Secretary (All Divisions)

PRIMARY FUNCTION

The primary function of this job is to provide secretarial/ administrative services to the department.

MAIN RESPONSIBILITIES

1. Provides secretarial services for the immediate department by performing such duties as:
 - utilizing Word Processing software on computer and/or typewriter to keyboard such material as correspondence, memos, letters, minutes, guidelines, handbooks/manuals, surveys etc.
 - utilizing established formats or creating new formats/setups, as necessary (e.g. fliers, forms, etc.)
 - composing routine correspondence and/or composing correspondence from rough outlines provided by supervisor
 - forwarding typed material to graphic artist for illustrations and then directing to printing and arranging for mailing, as necessary
 - responding to general telephone enquiries and taking messages for staff and channelling to proper person
 - maintaining an appointment and meeting schedule, re-scheduling to accommodate individuals, booking rooms, preparing materials, and advising all concerned.
 - utilizing shorthand/dictaphone as necessary.
2. Co-ordinates activities for the department by performing duties such as:

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- liaising with principals, staff, parents and community agencies and performing clerical/secretarial duties to enable the smooth processing/operation of programs (e.g: organizing conferences/seminars, courses, outings, loan-out of equipment, assigning of students to new programs (e.g. Home Instruction coordinating completion of Ontario Ministry of Education statistics, etc.).
 - processing applications/requests by ensuring that all the required information is provided, obtaining outstanding data and referring the completed document to supervisor
 - maintaining computer and physical files, by updating data
 - providing statistical reports on a regular basis (e.g: monthly) by utilizing established formats and accessing required information
 - keeping all parties advised of matters by forwarding copies of material and/or sending letters and/or telephoning, as necessary.
3. Provides administrative support to the department by performing as required such duties as:
- maintaining attendance and vacation records
 - sorting and distributing mail
 - preparing cheque requisitions, petty cash vouchers, and purchase order requisitions, as necessary
 - photocopying material as required
 - keeping track of budget amounts in the different account numbers, as required
 - processing billings, checking all information and acting on inconsistencies, processing payment, as required
 - maintaining filing and follow-up systems as necessary
 - utilizing appropriate computer software to provide secretarial services (e.g: Microsoft Office Suite; SAP; SEMS, etc.)
 - co-ordinating various mailings as required.
4. Performs secretarial/clerical duties that are specific to the area (e.g: processing transportation requests; cataloguing books; taking pictures; co-ordinating displays (art, technical studies etc.); maintaining records of valuable art work in schools, mileage forms, etc.)
5. Performs other related duties as assigned or required e.g: providing reception support etc.

SKILL

- 2 year college diploma or equivalent.
- 1 - 2 related years experience.

EFFORT

- Complexity of the job is in effectively co-ordinating the various activities, recognizing variations in process and adjusting to ensure efficient completion. Scheduling and prioritizing work (usually more than one staff member)
- Visual concentration and manual dexterity required when using computer terminal (65-90%) . Physical exertion, when filing or handling supplies/equipment (25-30 lbs.).

RESPONSIBILITY

- Decision making generally in the day to day processing of department programs i.e. ensuring applications are completed before forwarding; determining which information is outstanding and obtaining same; Forwarding materials/handbooks etc. to staff as required; maintaining files and records etc.
- Errors would result from the lack of thoroughness in following the outlined activities (procedure) when processing/performing information/duties. Errors would result in delays and would/could inconvenience others. Errors in budget accounts would inconvenience. Errors when relating to public could adversely impact public image.
- Contacts within the Board, parents, suppliers, general public, etc. for exchange of information. Exposed to confidential matters.

WORKING CONDITIONS

- Open concept office environment
- Stress from changing deadlines, also from performing duties for several staff. Stress from accommodating changing information requirements and from dealing with public/parents (sometimes anxious and irate) as required.